

Glossary

A. Definitions

Alphabetical Index

A list of industry and occupational titles most used in the economy; commonly referred to as the Index. See page 2 for details.

Central Administrative Office (CAO)

An establishment primarily engaged in management and general administrative functions performed centrally for other establishments of the same company. Generally, the CAO does not produce any products nor provide any services for the general public or other companies or government.

Class of Worker

Class of worker refers to the classification of the worker as private wage or salary worker, government worker (Federal, State, or Local), self-employed worker or unpaid family worker in a family farm or business. The abbreviations designating class of worker used in the Index and in this manual are included on page 12.

Company Name List

A list of major employers in a specific geographic area with a corresponding industry code. Only some States will use these lists.

Establishment

A single physical location where business is conducted or where services or industrial operations are performed. A company may have more than one establishment if it is engaged in more than one major activity. For example, an automobile manufacturing company may have an engine plant, sheet metal stamping plant, and assembly plant. Each is a different establishment and has a distinct industry code. In addition, the company may have sales offices which are also establishments and are coded to wholesale trade. Another example would be a retail grocery chain that operates its own bakery plant for its stores. The bakery would be coded to manufacturing.

Industry

Major activity at a person's place of work. Examples are coal mining, metal stamping, retail hardware store, hospitals, etc.

Glossary

Key Words

Thirteen types of frequently reported occupations which are grouped together and listed once in the Alphabetical Index:

Apprentice	Engineer	Manager	Salesperson	Technician
Assembler	Helper	Mechanic	Supervisor	
Assistant	Inspector	Repairer	Teacher	

Manufacturing

Making or processing of products.

Multi-Establishment Companies

A company with more than one establishment. When the establishments are in different industries, there will be more than one industry code.

Occupation

Activity that a person does to earn a living. Examples are file clerk, machinist, medical doctor, judge, taxi driver, coder, etc.

Retail Trade

Selling products primarily to individual consumers. A retailer may buy goods from a manufacturer or wholesaler.

Run

Succession of industry or occupation listings in the Index beginning with a common word, such as:

Advertising		Educational film production
Aerial		Educational insurance
Agency	or	Educational motion pictures
Billboard		Educational research agency
Company		Educational services

Glossary

Service Establishments

Companies that render services to individuals and organizations. Examples are hotels, laundries, advertising agencies, and automobile repair shops.

Wholesale Trade

Buying (not making) of products in large quantities for resale to retailers, industrial users or to other wholesalers.

B. Abbreviations

Below is a list of commonly used abbreviations and their meanings.

Asst.	Assistant
CPA	Certified Public Accountant
Const.	Construction as used in the Index; e.g., building, excavating, erecting, etc.
Dept. Store	Department store
exc.	"except" as used in the Index
Ext.	Extraction, mining as used in the Index; e.g., coal mine, oil well, rock quarry, ground removal of minerals, etc.
F.B.I.	Federal Bureau of Investigation
GOV (Govt)	Government LGOV = Local Government (City, County, Township, etc.) SGOV = State Government FGOV = Federal Government NOTE: In the Index, the class of worker restriction for occupation is abbreviated "GOV" to include all categories of government.
Hwy	Highway

Glossary

Index	<u>Alphabetical Index of Industries and Occupations (Part 19B manual)</u> which is based on the 1990 Census of Population and Housing.
I.R.S.	Internal Revenue Service
Mfg.	Manufacturing; e.g., mill, plant, etc.
Mgr.	Manager
n.e.c.	"not elsewhere classified" as used in the Index
n.s.	"not specified" as used in the Index
OBNI	Own Business Not Incorporated
OBI	Own Business Incorporated
Oper.	Operator
OWN	Self-employed business as used in the Index
PR	Employee of a private company, business, or individual for wages, salary, or commissions
Ret.	Retail trade
Supt.	Superintendent
Whsl.	Wholesale trade
WP	Working without pay